



LIBRARY OF VIRGINIA

SUPPORT SERVICES COORDINATOR/POSTAL ASSISTANT

Administrative and Office Specialist III; Pay Band 3

Position #00048

Salary Range: \$31,886-\$50,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia is seeking a Support Services Coordinator/Postal Assistant to work in the Mail Services unit of the Finance and Administrative Services Division. The Support Services Coordinator serves as a member of the Library of Virginia, Office of Facilities Management. The incumbent provides services to internal customers and uses a variety of administrative, technology and supervisory skills to assist Library staff in tasks such as: Ensuring delivery of efficient mail and delivery services for the Library of Virginia. Maintaining sufficient mailroom and stockroom supplies for daily library operations. Logging in daily money received via USPS into an Access database. Participates and assists in planning and supporting special events held in the Library. Provides coverage for other Facilities Managers and staff as needed. Assist in the managing of the agencies fleet.

The Library of Virginia is a diverse and complex educational institution of the Commonwealth where accountability is highly monitored by outside agencies and constituencies and the consequences of inaccurate data may result in adverse effect to affected localities in statewide programs as well as to the Library and may become matters of public knowledge.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

30% - Shipping & Receiving

20% - Stockroom & Loading Dock Operations

10% - Financial

10% - Library Fleet

20% - Messenger Services

10% - Participates in Planning & Supporting Special Events Held in the Library

REQUIRED QUALIFICATIONS

- Considerable knowledge of courier, mail and shipping and receiving best practices;
- Ability to operate computerized postage processing system;
- Ability to lift and handle parcels weighing 50 pounds;

- Ability to walk distances of up to one mile carrying parcels of or up to 20 pounds;
- Ability to operate power truck loading equipment;
- Skill in analyzing complex problems, evaluating options and providing solutions;
- Strong organizational skills and ability to work independently;
- Ability to handle multiple priorities and effectively manage time;
- Excellent customer service skills for both patrons and staff;
- Ability to communicate effectively orally and in writing, particularly with non-technical users;
- Ability to follow instructions given both orally and in writing;
- Ability to travel throughout the buildings covering various floors; and,
- Must be able to work occasional nights/weekends.

PREFERRED QUALIFICATIONS

- Must have valid Virginia driver's license, or the ability to obtain one prior to the date of hire.
- High school graduate or GED.
- Demonstrated experience in a similar capacity in public or private sector.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Support Services Coordinator/Postal Assistant - Richmond, Virginia, United States](#) for position #00048. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov.

An EEO/AA/ADA Employer

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.